3-5-03
Document 5
What Steps Must Teachers Follow in Preparation for CATS Online?

Staff responsible for administering the assessment to students taking the test online must go through the following steps well before test day.

For questions regarding the use of WordSmith or Read and Write Gold software or other technical issues please call the HelpDesk (502) 564-2002 or toll free within KY at 1-866-538-7435.

Software Set-up

1. **Check for supported software.** Assistive technology supported includes: Read and Write (5, 6 or Gold), JAWS 3.7, eReader 2.0, and ZoomText. (Macintosh platform is not supported for 2003 due to compatibility issues yet to be resolved**.)**

2. **Make sure you have downloaded and installed all updates and service packs for your software.** Directions for obtaining software updates: *Read and Write Gold*: Open program, click on textHELP button, select About, click on link to updates. *WordSmith*: The toolbar, BrowseAloud, which appears in Internet Explorer in WordSmith for web browsing, will not be available for the assessment. This toolbar will be turned off to prevent copying of test items. Students with WordSmith need to access the test by opening **Read and Write 5** (installs with WordSmith) and using its tools. Students will need to be sure they have spent time in the Practice Area using Read and Write 5 to be familiar with its operation prior to the actual test.

3. **Be aware that Internet Explorer will look different for assessment than it does during normal use.** Due to security requirements, the toolbars that normally appear at the top of Internet Explorer will be turned off when the student enters the Practice Area **after April 1** and during assessment. Students will not be able to use the Edit tool button. They will still have access to right-click and keyboard commands of Copy and Paste (Ctrl+C, Ctrl+V) in the Open Response and On Demand questions only.

4. **Check to see that other software installed by the district, but not supported by KDE, does not interfere with implementation (e.g., I-GEAR).** It is recommended that once the student stations have been readied for the online assessment, no new software be installed until assessment is complete.

5. **Check software settings for individual students.** Some of the words in the assessment are presented in all capital letters for emphasis. Some voice engines read a word in all caps the same as if it weren't capitalized and some engines read as if the word was an acronym, reading letter by letter. Make sure voice engine selected is one that will read words in all caps as a whole word. Voices which will read all caps include: L & H RealSpeak Jennifer or Jane, Adult Male #1 British English (L&H), Adult Female #1 British English (L&H), Mike, Mary, Sam, or RoboSoft 1-6.
NOTE: Be aware that textreaders and screenreaders have some limitations in the way text is read. Math problems, numbers, and abbreviations are

problematic. Words with two or more pronunciations will only read one way (e.g., read, record, content). Abbreviations or words ending with a period may be mispronounced (e.g., Dr.- drive or doctor?, Pa at end of sentence becomes Pennsylvania). Students with experience in using the software should be familiar with these issues, and be reminded to request staff assistance if they need help with understanding text as a result of this limitation.

6. **Prepare templates for completion of open response items.** If students will be completing open response items in a word processor, the printed answers must follow the format specified on page 24 of the "Inclusion of Special Populations in the State-Required Assessment and Accountability Programs (703 KAR 5:070)" document. Click here for a template which meets the format requirements.

7. **Test software in Practice Area on all computers that will be used for actual assessment.** Assessment must be accessed through Internet Explorer version 5.0 or later (**not Netscape or another browser**). If possible, have one or two back-up machines ready in the event the ones prepared do not function well on test day.

Practice Area

8. **PREVIEW PRACTICE AREAS!!!** Teachers and all proctors of online assessment must be familiar with question and answer format for all content areas that he/she is proctoring. This is necessary to assist students as questions arise. If students are using different accommodation profiles be sure to become familiar with the look of each profile.

9. **Supervise all students entering Practice Area.** Make sure students practice all content areas assessed and a variety of question types. There are 2-6 sample questions for each content area. They should complete at least the first HALF of the questions given. (Then if more practice is needed, students can enter the practice area again and complete the second half.)
   NOTE: Students can change their preferences (font style, size, color) any time they are at the main menu. To get to the Practice Area first requires the creation of Student Accounts (Follow Steps in How does a district register for the CATS Online Assessment?)

10. **Students should practice answering open response questions.** Determine which format will be used for each student. Accommodations profile, determined when teacher enters student users, allows the teacher to choose whether the student will answer online or not. If open response answers are entered online, the printout will include all information needed except lithocode number (staff will need to add the lithocode number to student's final response copy before submission). The answer box only allows text to be entered and does not provide other tools available in a word processor (e.g., spell check, word prediction). If students will be answering open response in a word processor (e.g., MSWord) due to needed accommodations, he/she should practice using a split screen (see below) or toggling/clicking between both windows, so that he/she can see both the question and his/her response. Students may also choose to answer entirely by hand in the Student Response Booklet.

11.   **Special instructions for students in On Demand Writing grades (4,7, 12).** The printed test booklet provides space for prewriting and drafting of the On Demand response. To eliminate any confusion about which box is prewriting and which box is the final draft, this additional prewriting space will not be provided online. The student should determine, with teacher guidance, where the prewriting will occur. Students may choose to use the prewriting space in the test booklet or to use a word processor on the computer. It will be possible for students to copy and paste their final draft, from the word processor into the text box online, or to simply print from the word processor in the required format.

12.

Directions for split screen (viewing two windows simultaneously)
1. Open MSWord and Internet Explorer. (Open Read and Write Gold if applicable.)
2. If each program opens to full screen, click on the middle button in the upper right hand corner. It should switch from showing two small windows to only one.
3. Grab (click and hold) the lower right corner and move mouse to resize the window to cover only half of the screen.
4. The window which has the darker top bar (blue in most cases) is the active window. To do something in the inactive window, simply click anywhere in the window. You should see the top bar darken.